



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
EXECUTIVE COMMITTEE

February 8, 2006
2:00 PM

ROOM 324A, RUG ROOM
MARIN COUNTY CIVIC CENTER
3501 CIVIC CENTER DRIVE
SAN RAFAEL, CALIFORNIA

MEETING MINUTES

Members Present: Al Boro, Vice-Chair, City of San Rafael
Peter Breen, Town of San Anselmo
Alice Fredericks, Town of Tiburon
Steve Kinsey, Chair, Transportation Authority of Marin
Joan Lundstrom, City of Larkspur
Cynthia Murray, Marin County Board of Supervisors

Commissioner Members Absent: Lew Tremaine, Town of Fairfax

Staff Members Present: Dianne Steinhauser, TAM Executive Director
Craig Tackabery, Assistant Director
Kathleen Booth, Recording Secretary

Chair Steve Kinsey called the meeting to order at 2:10 p.m.

1. Chair's Report

Chair Kinsey noted the recent *Marin IJ* editorial regarding the Richmond-San Rafael Bridge holes in the bridge deck that need to be fixed. At the MTC Commission meeting that morning, the Bay Area Toll Authority, the body that oversees the bridges, discussed at some length the upcoming bridge resurfacing project for which \$25 million dollars has been authorized. The point was made that it does not make a lot of sense to put new pavement on top of failing pavement. The failing pavement had been treated with a fast drying concrete solution. Since this is turning out to be ineffective, Caltrans and MTC have made the commitment that they will get it resolved before they issue the specs and contract documents for the final resurfacing of the deck. That work is scheduled to get started in the mid-summer after bidding process. Chair Kinsey went on to mention the ongoing effort to establish better public access on the bridge. He asked that TAM staff agendaize the issue of public access on the Richmond-San Rafael Bridge at next month's meeting.

He noted there are some suggestions regarding TAM committee structure, which would possibly mean more standing committees. His view is that TAM is a small organization and should be able to let the Executive Committee do a lot of the prep work for things, and then create special committees as issues come up that need more focused attention. Going forward, he recognized suggestions may come to the Executive Committee on TAM structure; he welcomed further discussion of the motivations and alternative ideas as future agenda items.

2. Commissioner Comments

There were no Commissioner comments.

3. Executive Director's Report

ED Steinhauser stated there is ongoing activity at the state legislative level on the various bond proposals. The general consensus from the whole variety of transportation agencies is that the project list put forth by the Governor needs to have some flexibility and that the preferred alternative strategy is dedicated funding for mega projects beyond the usual sources we now have, with input at the local level as to what projects should be a priority. The local transportation agencies, like TAM, would have some input into the process. The most important aspect of the principles being discussed on how to proceed with a legislative package and a GO Bond is the absolute need to protect Proposition 42.

ED Steinhauser stated we successfully sought and received a \$12 million fund vote from the CTC last Thursday to be able to proceed on the award of the Highway 101 Gap Closure project.

ED Steinhauser stated the TAM Website is up and running. She encouraged the Commissioners and their constituents to use the Website. She distributed TAM Website postcards. Commissioner Cynthia Murray recommended we disburse the TAM Website postcards widely to public office buildings and libraries, etc. Staff agreed to pursue.

4. Approval of Minutes from January 11, 2006 Meeting

The minutes from January 11, 2006 were approved without revision.

5. TAM Benefit Options and Human Resources Choices

ED Steinhauser introduced Gail Papworth, Consultant; and Richard Averett of Local Government Services (LGS). She began the discussion mentioning the background of staffing decisions up to this point in time. At the TAM Board meeting of December 15th, 2005, approval was received for TAM staff to proceed on the hiring of two critical positions within the TAM permanent staffing structure: the Finance Manager, and the Clerk to the Board/Executive Assistant. With the hiring process underway, it has become paramount to adopt a suite of benefits that will enable the TAM Executive Director to hire permanent staff, as offers cannot be made unless a benefit package has been adopted by the Board. She distributed a handout comparing utilizing LGS/RGS versus self-administering TAM HR needs and discussed the costs comparisons. She stated that LGS/RGS was a better choice both based on costs and being able to proceed on meeting TAM needs more quickly.

Richard Averett talked about the advantages of LGS/RGS as follows:

- LGS/RGS was specifically set up four years ago by the Association of Bay Area Governments and the City of San Carlos for government agencies. They work under a Joint Powers Agreement with a governing board.
- LGS/RGS is growing with clients, for example they are in the process of adding a portion of the City of Alameda.
- Their insurance costs are just a fraction of the insurance quotes that TAM received. The larger LGS as a JPA can buy what they need regarding insurance. They share costs and savings with their member government agencies. With more clients, they anticipate the costs going down even further and they will pass along the savings. LGS is in the business to be a service agency and have no markup.

Commissioner Murray concurred that the cost of insurance was escalating significantly and any strategy to control those costs was a good one. After additional discussion and comments, the Executive Committee concurred with the recommendation to use Local Government Services/Regional Government Services (LGS/RGS), a Joint Powers Authority, to act as the Employer of Record, provide necessary agency insurance and human resource services. They authorized the item to be brought to the full TAM Board for consideration.

6. Draft FY 2006/07 Staffing Plan

ED Steinhauser reiterated that at the December 2005 TAM Board meeting, the TAM Board approved the salary levels and authorized the hiring of two critical staff positions within TAM: a Finance Manager and a Clerk/Executive Assistant. While these positions fill two critical workload needs within TAM for the upcoming Fiscal Year 2006-07, there is extensive additional workload TAM is obligated to perform. She explained that TAM is currently performing this work through a MOU with County of Marin Public Works and through a contract with Nolte Associates, Inc. This additional support is scheduled to end effective July 1st, 2006.

ED Steinhauser mentioned that there were three options for the Board to consider, and she was seeking input on what the Executive Committee preferred:

- Continue to use County staff
- Obtain a consultant contract
- Or go forward and hire TAM staff

ED Steinhauser mentioned that TAM had received a letter from Director of Public Works Farhad Mansourian asking for a decision from TAM by March 1st on how many and which County Public Works staff may be needed next year by TAM.

Commissioner Breen stated he was concerned about continuity of staff. ED Steinhauser stated it would require extra management for the Executive Director if there was no continuity.

Commissioner Fredericks asked if they could review the recommendations with respect to what kind of services we currently get from the County. ED Steinhauser presented a staffing summary for the following: programming, planning, and project management oversight. She emphasized that the workload is ongoing and highlighted that 8 FTE's perform this work now, as authorized in the FY 2005-06 TAM Budget. She recommended a strategy of hiring a manager in each of these technical areas, with some remaining County staff support into next year as an extended transition, and consultant support to fill the remaining needs. She mentioned that the leadperson in each technical area will decide once they are onboard and familiar with TAM what additional staffing requirements may be necessary.

The Executive Committee requested the staff bring back to the TAM board on February 23, 2006, a staffing plan for the the three management positions , continuing County support , and consultant services she will need for continuing to perform this work.

7. TAM's Office Status

ED Steinhauser stated that the TAM Board concurred with the recommendation of TAM's permanent office site at 900 4th Street, San Rafael, CA. She would like to go forward with negotiations for the full office space which includes 3,000 square feet, with an additional 2,000 square feet. She will be

including a requirement in upcoming consultant contracts that TAM's consultants house with TAM under a sublease arrangement.

The Executive Committee concurred that ED Steinhauser go forward with negotiations for the site.

8. Measure A, Strategy 4, Crossing Guard Program – TAC and MPWA Recommended Locations, Next Steps

Assistant Director Craig Tackabery noted the TAM Crossing Guard program will provide trained crossing guards for critical intersections throughout Marin County. The Public Works Directors and the Technical Advisory Committee have evaluated and prioritized the existing and requested crossing guard locations. Based on this process, he recommended that the Authority provide funding for crossing guards at the 39 locations identified in the staff report table.

As discussed in the Expenditure Plan, the program will use trained crossing guards under contract to a professional company that specializes in crossing guard programs. A single contract with a professional crossing guard firm is envisioned for the program. Under contract to TAM, the selected firm will provide guards at locations approved by the TAM Board. He proposed preparing an RFP to do a second evaluation.

Chair Kinsey asked that the final recommendation be brought to TAM in February or March as an agenda action item and agreed that staff go forward with an RFP.

9. 101 Corridor Projects Update

ED Steinhauser announced the Transportation Authority of Marin (TAM) and Caltrans will host a public open house on the Central San Rafael Highway 101 Carpool Lane Gap Closure Project on March 2, 2006, 6:00pm to 8:00pm at the San Rafael Community Center, 618 B Street, San Rafael. TAM staff is working on a March 8, 2006 second meeting with a panel Q&A. There will also be updates on the TAM Website.

Vice-Chair Boro stated there should be a Spanish handout at the meeting and, if possible, a translator.

10. Open Time for Public Expression

There was no further public comment.

Chair Kinsey adjourned the Executive TAM meeting at 3:45 p.m.